

Organizational Orientation Checklist

Date: _____

Names of Attendees: _____

Notes: _____

Human Resources Manager

Approximate Time: 8:15 AM

- ☐ Round table introductions
- ☐ Customer service
- ☐ Public employment
- ☐ Review Organizational Chart / names of Directors and Managers
- ☐ Ethical policies
- ☐ Open door policy
- ☐ Reminder of dual responsibility for work site orientation
- ☐ Welcome!

Equal Opportunity Officer

Approximate Time: 8:45 AM

- ☐ Harassment/Violence
- ☐ Discrimination/EO/AA
- ☐ ADA
- ☐ Respect
- ☐ "Respect vs Harassment" video
- ☐ What to do if above is encountered

Loss Control Specialist

Approximate Time: 9:45 AM

- ☐ Safety policy
- ☐ Safety Manual
- ☐ Incident report
- ☐ First Report of Injury
- ☐ Worker's compensation
- ☐ Where to go for medical attention
- ☐ ID badges
- ☐ Safety & Security Committee
- ☐ Wellness Committee

MIS Manager

Approximate Time: 10:30 AM

- ☐ E-mail usage
- ☐ Internet usage
- ☐ Security
- ☐ Monitoring
- ☐ Support

Human Resources Personnel

Approximate Time: 11:00 AM

- ☐ Wage Information
 - ☐ Salary Progression/Promotional Opportunities
 - ☐ Overtime/Comp Time
 - ☐ Shift Differential
 - ☐ Standby or on-call
 - ☐ Longevity
 - ☐ Direct deposit

- ☐ Paid Time Off
 - ☐ Holidays
 - ☐ Vacation
 - ☐ Personal Leave
 - ☐ Sick Leave
 - ☐ Funeral Leave
 - ☐ Jury Duty
- ☐ City Programs
 - ☐ EAP
 - ☐ Medical Audit Program
 - ☐ Wellness Program
 - ☐ Tuition Refund
 - ☐ LTD
 - ☐ Worker's Comp
 - ☐ Family Leave / Leave of Absence
- ☐ Savings and Investments
 - ☐ Flexible Benefits Plan
 - ☐ Deferred Comp Plans
 - ☐ Employer Contributions - applied to family health insurance/deposited into deferred comp
 - ☐ PERA
 - ☐ Credit Union
 - ☐ Savings Bonds
- ☐ Insurance Information
 - ☐ Dental
 - ☐ Health
 - ☐ Life
 - ☐ MN Mutual
 - ☐ PERA Life
- ☐ Miscellaneous
 - ☐ Labor Contracts / Union Dues
 - ☐ Probation Period
 - ☐ Status Changes – EDMF
 - ☐ Benefits Enrollment Deadline
 - ☐ Important Policies
 - ☐ Employee Conduct
 - ☐ Personal Business
 - ☐ Phone Usage
 - ☐ Communication Tools
 - ☐ The Bridge
 - ☐ E-line
 - ☐ City Website – Policies and Procedures
 - ☐ Organizational Orientation Survey (confidential)